

LEVEN T. LAYOLA

Cabulihan, Maasin City, Southern Leyte

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CAREER OBJECTIVE

To obtain a position as an **Administrative Aide III** (Clerk I) where I can utilize my clerical skills, computer literacy, and strong work ethic to contribute to the efficiency of the office and provide excellent public service.

EDUCATIONAL BACKGROUND**College**

Bachelor of Science in Marine Transportation – 2011 – 2014, Undergraduate
Zone III, Lt, Cantimbuhan St., Poblacion Dasmariñas City, Cavite

Diploma in Computer and Electronics Technology – 2007, Graduated 2 year
STI – Maasin, Tunga-Tunga, Maasin City Southern Leyte

High School

Guadalupe National High School - 2005
Guadalupe, Maasin City, Southern Leyte

WORK EXPERIENCE**IT Staff**

Visayas State University – 2023 to Present

- Helped in managing database systems for student admissions.
- Handled data encoding and document management.
- Provided technical support for office operations.
- Helped maintain the cleanliness of the office and its surroundings and performed messengerial tasks.

Kitchen Staff (Fryer) 2019 to 2020

Mien-San Noodle House

- Operate Fryer Equipment
- Prepare and Cook Fried Foods
- Maintain Fryer Station Cleanliness

Ordinary Seaman - Feb to April 2016

Alster International Shipping Agency

- Standing watch on deck to monitor the ship and surroundings
 - Cleaning, painting, and maintaining the ship's deck and equipment
 - Assisting with loading, unloading, and securing cargo
 - Helping other crew members with various duties as assigned
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SKILLS

- Proficient in basic computer operations (Windows, email, file management)
 - Knowledge of data entry and basic office equipment
 - Experienced with Microsoft Word and Excel
 - Ability to work under pressure with minimal supervision
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TRAININGS/SEMINARS ATTENDED

- Reclaiming Personal effectiveness: A Journey to Self-Empowerment
 - ISO: 9001:2005 Awareness & Re-awareness Seminar
 - ISO: 9001: 2015 Awareness & Re-awareness Webinar
 - Basic Training (SOLAS)
 - Ratings Forming Part of Navigational Watch
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PERSONAL INFORMATION

Date of Birth: July 7, 1989

Age: 36

Civil Status: Single

Citizenship: Filipino

Languages: Filipino, English

CHARACTER REFERENCES

Dr. Joseph E. Padilla – University Admission Officer, Admissions Office
Visayas State University, Baybay City, Leyte
Contact No: 099959728112

Raymund M. Igcasama – Head, University Registrar
Visayas State University, Baybay City, Leyte
Contact No: 099985663919

Ramonito Paulo II – IT Specialist, Admissions Office
Visayas State University, Baybay City, Leyte
Contact No: 09164839498